

# **POLICE EQUIPMENT AND BUDGET COORDINATOR**

**GRADE: 14**

**FLSA: NON-EXEMPT**

## **CHARACTERISTICS OF CLASS:**

Within the Police Department the incumbent manages and coordinates supplies, uniforms, equipment etc. This is intermediate technical work requiring contact within the department, with other departments and outside agencies supplying and seeking information on equipment and materials. The work requires moderate physical effort working regularly with lightweight materials and occasionally with heavyweight materials under good conditions most always in an office setting. The work is subject to general policy direction, practices and procedures covered by precedent and general supervisory review with meaningful impact on individuals and the department.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Coordinates equipment requests, specifications, ordering, vendor identification and interaction, receipt, logging, issuance etc. of equipment materials and supplies for the City's Police Department.
- Receives and processes requests. Identifies and contacts appropriate vendors and assures accuracy of information of detailed specifications for materials, shipping and billing.

- Posts costs to budget accounts, maintains individuals' allowance accounts and posts to equipment inventory.
- Works closely with the Purchasing Division to assure submission of detailed specifications; identifies potential vendors, etc.
- Receives orders, maintains inventory records by category and distributes and stocks as appropriate. Identifies, marks and records all stocked items and verifies the accuracy of orders received, corrects mistakes or inaccuracies, making exchanges, returns and settling credits as appropriate.
- Processes purchases for payment, assuring accuracy of both invoices and payment.
- Monitors budget accounts for accuracy regularly, makes appropriate entries for expenditures, assignments, credits, etc.
- Assures that the department operates within its budget for equipment, supplies, materials, purchases and rentals. Works with the Finance Department to resolve any budget discrepancies. Participates with others in the budget preparation process.
- Constantly monitors the marketplace to evaluate, research, identify and find the best equipment at a competitive price. Obtains samples and determines if a product is a sole source item before sending it to the Purchasing Division for price shopping. Assures that any new items meet Department standards.
- Prepares specifications for new contracts in the appropriate format; piggybacks on other agency contract prices where possible and maintains good relationships with outside agencies and vendors.
- Coordinates training and related items such as hotel and transportation arrangements, per diem allowance, travel directions; and memos to trainees, giving specific details regarding the training, travel, and expectations; and completes all associated financial and budgetary paperwork.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience equivalent to graduation from High School including or supplemented by courses in Bookkeeping or Basic Business and at least three years of responsible clerical work preferably include Bookkeeping, Purchasing, Accounting and Inventory Responsibility.

### **Preferred Knowledge, Skills and Abilities:**

- Knowledge of standardized acceptable bookkeeping and budgetary practices.
- Knowledge of purchasing practices and procedures.
- Skill in word processing and data processing equipment.
- Ability to use mathematics skills to make rapid and accurate calculations.
- Ability to communicate effectively with City personnel, vendors and others courteously and tactfully, to elicit information effectively and convey concise accurate explanations of policies, procedures, specifications and requirements.

- Ability to make independent judgements and carry out, with minimal supervision, continuing assignments requiring organizational skills in a fast paced environment.